

**SENIOR LANDSCAPE MAINTENANCE WORKER**

**DEFINITION**

To provide technical and functional supervision over assigned landscape maintenance personnel; to assist in administrative duties of division; and to perform skilled landscape maintenance work.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class within the Landscape Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series including performing technically complex maintenance duties and/or providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Landscape Maintenance Supervisor.

Exercises technical and functional supervision over assigned maintenance personnel.

**EXAMPLES OF ESSENTIAL FUNCTIONS** – *Essential functions may include, but are not limited to, the following:*

Provide technical and functional supervision over assigned landscape maintenance personnel; review work and control quality of work; assist in completing employee evaluations.

Assist in developing work plans, procedures, and schedules.

Order supplies and equipment for work projects; maintain records of purchase orders.

Prepare documentation related to assigned staff, may assist in developing budget figures for division.

Work effectively with contractors on City approved projects; seek bids and estimates for proposed projects.

Operate and maintain grounds maintenance equipment as well as a variety of hand and power tools.

Perform skilled landscape maintenance, repair, and installation work; apply pesticides as necessary.

Handle complaints and answer questions from public.

Perform emergency repairs as necessary; establish proper traffic control devices in doing such work.

Operate a variety of heavy equipment such as dump truck, paver, and backhoe.

Perform minor adjustments on service equipment; maintain tools and equipment in working order.

Maintain logs of daily activities.

Act as Landscape Maintenance Supervisor as assigned.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Basic principles of supervision and training.

Principles and practices of landscape maintenance.

Principles and practices of specialized area of assignment such as ornamental horticulture.

Principles and practices of safe work and driving.

Pertinent division rules and procedures.

Pertinent traffic laws related to area of assignment.

### **Ability to:**

Oversee, assist, and train assigned staff.

Work with contractors on City approved projects.

Oversee and participate in landscape maintenance, installation, and repair work.

Operate heavy equipment skillfully and safely.

Perform complex landscape maintenance duties.

Perform heavy manual labor.

Deal tactfully with the public.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

## **EXPERIENCE AND TRAINING**

*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:*

### **Experience:**

Four years of responsible landscape maintenance experience.

### **Training:**

Equivalent to the completion of the twelfth grade.

**License or Certificate:**

Possession of, or ability to obtain, a valid California driver's license.

May be necessary to obtain specialized license or certificate related to area of assignment as required by the position.

**TYPICAL WORKING CONDITIONS**

The major portion of the work is performed outdoors with exposure to dust, pesticides, noise, machinery, weather conditions, moving objects and other vehicles. May be exposed to constant vibration of equipment for prolonged periods of time; may be required to work multiple shifts during emergencies, seasonally-caused circumstances, or special projects, in varying climate and temperature conditions. May drive on surface streets for short periods of time.

**TYPICAL PHYSICAL REQUIREMENTS**

On a continuous basis: walk, stand, bend, squat, kneel, twist, and reach while operating equipment and/or performing construction activities. Perform heavy manual labor; lift sacks of fertilizer and bags of cement exceeding 50 lbs. Drive motorized equipment and vehicles; use hand and power tools and equipment. Perform simple and power grasping, pushing, pulling, and fine manipulation. Sit while completing work papers. Maintain effective audio-visual discrimination and perception needed for matching paint/color codes/wires in controller boxes; making observations; communicating with others, reading and writing, and operating equipment. Use a telephone to communicate verbally. Maintain mental capacity that allows for effective interaction and communication with others.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**